

**BY-LAWS OF ENT UK TRADING AS BRITISH ACADEMIC CONFERENCE IN OTOLARYNGOLOGY
(BACO) AND BRITISH ASSOCIATION OF OTORHINOLARYNGOLOGY-HEAD AND NECK
SURGERY (BAO-HNS)**

February 2022

1. Membership Categories

There are nine categories of membership.

Full Members:

Medical practitioners who are Consultants, Specialty & Associate Specialists (SAS) and Young Consultants (YCOHNS) and who are duly registered with the General Medical Council and are engaged in the practice of Otorhinolaryngology – Head and Neck surgery or Audiological Medicine in a non-training grade. A Full Member shall be entitled to attend general meetings; shall have full voting rights; shall be eligible to stand for election as an officer of ENT UK; shall receive the affiliated journal(s) and mailings. All applicants shall satisfy Trustees as to their qualification for membership.

Trainee Members:

Registered medical practitioners in the training grade categories (ST1-ST3, ST4-ST6 and ST7– ST8) for Otorhinolaryngology, Head and Neck Surgery or Audiological Medicine. A trainee member shall have the same rights as a Full Member but will not be eligible to stand for election as an officer of ENT UK. All applicants shall satisfy Trustees as to their qualification for membership.

Allied Professional Members:

Qualified professionals working in disciplines related to Otorhinolaryngology, Head and Neck Surgery, such as nurses, audiologists and GP Specialty Practitioners. An Allied Professional Member shall have the same rights as a Full Member except s/he shall not have voting rights; shall not be eligible to stand for election as an officer of ENT UK; shall not be entitled to receive the affiliated journal(s) unless paying the subscription at the appropriate rate. All applicants shall satisfy Trustees as to their qualification for membership.

International Members: (including HINARI countries category A only)

Registered medical practitioner's resident and practicing overseas. An International Member shall have the same rights as a Full Member except s/he shall not have voting rights; shall not be eligible to stand for election as an officer of ENT UK; shall not be entitled to receive the affiliated journal(s) unless paying the subscription at the appropriate rate. All applicants shall satisfy Trustees as to their qualification for membership.

Retired Members:

Any Full Member who has retired from all clinical practice including private work and legal work. A Retired Member shall have the same rights as a Full Member except s/he shall not be eligible to stand for election as an officer of the ENT UK; and shall not be entitled to receive the affiliated journal(s) unless paying the subscription at the appropriate rate.

Life Members:

This category of Membership is now closed to new applications. The category comprises Members who have retired from active practice and who have elected to become Life Members on payment of two annual subscriptions at the rate in force at the time of retirement. A Life Member shall have the same rights as a Full Member except s/he shall not be eligible to stand for election as an officer of ENT UK; and shall not be entitled to receive the affiliated journal(s) unless paying the subscription at the appropriate rate.

Honorary Members:

Honorary Membership may be conferred upon persons distinguished in the field of Otolaryngology, Head and Neck Surgery or related fields and shall be awarded on merit and achievement. Any Member may nominate any person for election as an Honorary Member. Nominations shall be reviewed by the Trustees and reported at the Annual General Meeting (AGM). An Honorary Member shall not be required to pay a subscription to ENT UK. An Honorary Member shall have the same rights as a Full Member but shall not be entitled to receive the affiliated journal(s) unless paying the subscription at the appropriate rate.

Student and Foundation Members:

Student and Foundation Membership is open to medical undergraduates with an interest in Otorhinolaryngology- Head and Neck Surgery. Student and Foundation Members shall have no voting rights; shall not be eligible to stand for election as an officer of ENT UK. They shall pay a small subscription but will receive the affiliated journal(s) and mailings free of charge.

Lay Members:

Lay Membership includes Lay Trustees, a Member or Chair of a Committee (for example, the Finance Committee) or a Lay Advisor. Lay Trustees are those appointed to the Board by the four Trustees whom the Council has appointed to the Board. Lay committee Members or Chairs or Lay Advisors are appointed by the Board. These latter categories shall be entitled to attend general meetings without voting rights. Lay Advisors attend meetings of the Board but have no voting rights. All Lay Members shall receive the affiliated journal(s), website Member access and mailings. Lay Members pay no subscription.

Suspension of Membership:

The Trustees of ENT UK retain the right to suspend or expel a member who is considered by the Trustees to have brought ENT UK or the Specialty of Otolaryngology Head and Neck Surgery into disrepute. The member shall have the rights of appeal and possible reinstatement.

2. Subscriptions

The annual subscription for each Member shall be payable in full to the Honorary Treasurer at the time of election and subsequently on 1st October each year by Direct Debit (10 monthly instalments) or one off yearly payment by debit/credit card. A Member whose subscription is 6 months in arrears, and who has been duly notified thereof, shall cease to be a Member of ENT UK if payment has not been received by the conclusion of the seventh month. With the consent of Trustees, the Member may be reinstated on payment of arrears.

Membership fees shall be set by the Trustees, reviewed and ratified annually at the AGM and shall be updated and published online.

3. Trustees

There shall be ten voting Trustees, as set out below. The list of Trustees should be reported at each AGM. The President, President-Elect, Honorary Secretary and Honorary Treasurer are appointed by Council to the Board and are ex officio.

The President of the ENT UK: shall serve for two years and be succeeded by the President Elect who shall be installed in office at the end of the AGM at which the term of the current President ends. The President shall be the Chair of the Board. Trustees will elect one of their number as Deputy Chair and may determine the period for which he or she is to hold such office but shall, in the first instance, be one year. The Deputy Chair shall be eligible for re-election. The retiring President (**Past President**) shall be invited to attend the Board of Trustees for one year following the end of his/her term of office but shall not have a vote, is not a Trustee and therefore shall be not counted among the ten voting Trustees.

The President Elect of the ENT UK: Nominations shall be sought from the Membership. Each nomination shall be accompanied by a proposer and two seconders who are Full Members of ENT UK. A ballot of the membership shall be held using the single transferable voting system. Nominees shall give a brief outline of their relevant experience and why they are suitable candidates for election. The President Elect shall serve for a period of two years thereafter becoming President and serving in this capacity for a further

period of two years. The President Elect shall serve as the chair of the BACO Executive Committee during their tenure.

The Honorary Secretary:

The Honorary Secretary shall serve for two years and be succeeded by the 1st Assistant Honorary Secretary. The Honorary Secretary shall summon all meetings, prepare agendas, organise the recording of minutes of the proceedings and shall be responsible for the production of the Annual Report of ENT UK.

There may be two Assistant Honorary Secretaries. One will be installed as the 1st Assistant Honorary Secretary, the other as 2nd Assistant Honorary Secretary. Nominations shall be received from the Membership and the successful candidates shall be appointed to post by the Trustees following competitive interview. The 1st Assistant Honorary Secretary shall serve for a period of two years thereafter becoming Honorary Secretary and serving in that capacity for a further two years. At this point the 2nd Assistant Honorary Secretary may seek appointment as 1st Assistant Honorary Secretary in competition with other nominations from the Membership. The Assistant Honorary Secretaries will not be Trustees but shall have the right of non-participant attendance at meetings of the Board of Trustees.)

The Honorary Treasurer:

The Honorary Treasurer shall serve for two years and be succeeded by the Assistant Honorary Treasurer.

To appoint the Assistant Honorary Treasurer nominations shall be received from the Membership and the successful candidate shall be appointed to post by the Trustees following competitive interview. The Assistant Honorary Treasurer shall serve for a period of two years thereafter becoming Honorary Treasurer and serving in that capacity for a further two years. The Assistant Honorary Treasurer will not be a Trustee but shall have the right of non-participant attendance at meetings of the Board of Trustees.

Lay Trustees

Those members of the Board of Trustees whom the Council has appointed shall select at least **two** Lay Trustees whose names shall be reported to Members at the AGM. The role of Lay Trustees is to: first, to bring to the Board relevant skills and experience obtained in other professions or occupations; secondly, as independent persons, to provide challenge and counsel to the Board in its deliberations.

In addition, the Board may co-opt other Lay persons, who shall not be Trustees of the Company, for the purposes receiving specific advice, counsel or as Lay Chairs or Members of committees established by the Board. The Financial Audit Committee is one example of such a committee.

Further Trustees

A further three Trustees may then be appointed by those Trustees whom the Council has appointed. Nominations shall be received from the Membership and the successful candidate shall be appointed to post by the Trustees following competitive interview. They shall serve for three years with the possibility to serve longer than this on approval of the Trustees. Their names shall be reported at the AGM.

4. Council

The business of Council shall be conducted by a body consisting of all those Officers and Representatives set out below all of whom shall be voting members. The full Council will thus consist of 8 Officers and 17 Regional Representatives.

the President, the President-Elect, the Honorary Secretary, the Honorary Treasurer, the BACO Treasurer, the Assistant Honorary Secretaries, the Assistant Honorary Treasurer, and one representative from each of the following Regions:

Northern Ireland

Scotland - East

East Anglia (RSPA East of England)

Wales

Scotland - West

Wessex (RSPA South Central and Oxford)

South Thames (RSPA South East Coast) & S.W. Thames (RSPA S W Thames)

Oxford (RSPA South Central and Wessex)

West Midlands (RSPA West Midlands)

Northern (RSPA Northern)

Trent (RSPA East Midlands)

Yorkshire (RSPA Yorkshire and Humber)

South Western (RSPA South Western)

Mersey (RSPA North West and North Western)

N.W. Thames (RSPA N W Thames)

North Western (RSPA North West and Mersey)

N E Thames (RSPA N E Thames)

Regional representatives shall be empowered to send a named deputy, acceptable to Council, to attend Council meetings, as an alternate. These are voting members.

Ex-officio Advisors:

The Council shall be assisted by three ex-officio Advisors, who shall not be voting members:

Chair of the Specialist Advisory Committee in Otolaryngology

Director of Education

Chair of the Intercollegiate Board for Otolaryngology

Non-Voting Members:

Representative of the Young Consultants Otorhinolaryngologists – Head and Neck Surgeons

Representative of the Association of Otolaryngologists in Training

The Editor or Deputy Editor of the “Newsletter”

Past President (for one year following the term of Presidency)

President’s discretionary nominee(s)

Co-opted Members:

The Council shall be empowered to co-opt additional members at their discretion. Chairs or representatives of appropriate organisations shall be invited to relevant meetings.

Council Meetings:

Council Meetings shall normally take place in December, February, May and September each year.

Conduct of Meetings:

The President, or in his absence, the President Elect, or in the absence of both, a nominated Trustee, shall preside at General and Council meetings.

Quorum of Council:

The quorum for a meeting of the Council shall be 10 Members

Election of Regional Representatives on Council:

Regional Representatives shall be elected for a period of three years and shall then be eligible for re-election for one further period of three years, making a total of six years served sequentially. Thereafter, the member shall not be eligible for re-election for a further period of three years.

The secretariat of the Association shall seek nominations via an electronic voting system from Regions to fill vacancies. Members may not nominate a member of Council to represent more than one Region.

In the event of more than one nomination being received for a Region, a ballot will be conducted by the secretariat of the Association. The election will be conducted using the single transferable voting system. Members may vote only for a candidate from their own Region.

If no nominations are received, Council shall be empowered to fill the vacancy for that Region by invitation.

5. ENT UK Committees and their Structure

The work of ENT UK and BACO will be supported by a committee structure. The resolutions of such Committees, necessarily, are subject to the ultimate decision of the Board of Trustees, being the accountable Directors of the Company.

ENT UK Committees:

The Council of ENT UK may from time to time establish Committees to support the business of the Association. The Committees shall report to Council of ENT UK and, with the agreement of Council and the Editors of the Newsletter, shall report their work through the ENT UK Newsletter.

All committees will have a lead Executive who reports to the Executive Committee and Board of Trustees.

The Chair of each Committee shall not necessarily be a Member of Council. The Chair shall be appointed by Council and serve, in the first instance for three years and may be reappointed for a further three years, with a maximum of six years in succession. A Deputy Chair shall be elected from within each Committee and shall take the Chair in the absence of the Chair.

The Committee shall have the power to co-opt members to assist its work.

The frequency of meetings will be decided by the Committee and will normally be timed to link with other meetings of ENT UK with which members might be involved.

The Committees shall be:

Education and Training Committee

CPD Committee

Independent Practice Committee

Staff and Associate Specialty Committee

Other Committees as and when agreed by the Trustees

Sub-Speciality Groups:

There shall also exist a range of Sub-Specialty Societies and Groups within ENT UK:

British Society of Otolaryngology - BSO

ENT UK Head and Neck Society – H&N

British Society Facial Plastic Surgery UK - BSFPS

Student and Foundation Doctors in otorhinolaryngology – SFO UK

Young Consultants in Otolaryngology and Head and Neck Surgery - YCOHNS

Women in ENT Surgery - WENTS

Global Health

The British Otorhinolaryngology & Allied Sciences Research Society – BOARS

Community ENT Group

British Society for the History of ENT – BSHENT

Affiliated groups:

British Rhinological Society – BRS

The TWJ Foundation

British Association for Paediatric Otorhinolaryngology - BAPO

British Laryngological Association - BLA

British Society for Academic Otorhinolaryngology

BACO Committees

Subject to the decision of the Board of Trustees and its primary agent, the BACO Executive Committee shall organise BACO. Reporting to the BACO Executive Committee shall be an Academic Committee constituted for the purpose of advising on such matters, comprising a Chair, Secretary, other individuals as required and representatives of affiliated groups and organisations. The BACO Executive Committee shall comprise of a core membership made up of the ENT UK President Elect as Chair; the BACO Project Lead; the Academic Programme Chair; the Industry Partnerships Lead; and the BACO Project Officer. The BACO Project Lead, Academic Programme Chair and Industry Partnerships Lead will be appointed by the Board of Trustees on nomination or recommendation; the BACO Project Officer is an employed member of the ENT UK administrative team. The ENT UK President, Honorary Treasurer and General Manager shall have right of attendance to BACO Executive Committee meetings. .

6. ENT UK Representatives

Nominations for ENT UK representatives on the Specialist Advisory Committee in Otolaryngology (SAC) and on the Intercollegiate Specialty Board shall be sought from the membership of ENT UK. Candidates shall demonstrate their interest and experience against an appropriate person

specification. Nominees shall be elected by a ballot of the membership using the single transferable vote system.

7. The ENT uk Foundation

The Foundation will operate as a unit within ENT UK and will be managed by a committee reporting directly to the ENT UK Board of Trustees. The core membership of the committee will consist of the Chair, two ENT UK Members, two Lay Members and a Foundation Secretary. Core members will be appointed via a recommendation and/or nomination process to the ENT UK Board of Trustees. Tenures for core members will be 3 years; extendable by a further 3 years. Decisions on reappointments will be made by the ENT UK Board of Trustees. The ENT UK President, Honorary Treasurer and Honorary Secretary shall have the right of attendance to Foundation Committee meetings. The Foundation Committee will be serviced by an Advisory Group. The appointment procedure for the Advisory Group will be through recommendation and/or nomination by Foundation Committee members. There should be no set appointment length as this group should be able to serve successive Foundation committees as required.

8. Financial Year

The financial year of ENT UK shall commence on the 1st day of October and end on the 30th day of September in each year, to which day the accounts of ENT UK shall be balanced.